

**Position:**

**Associate Governmental  
Program Analyst**

**(FREEZE EXEMPTION  
PENDING)**

**Salary:**

**\$4,111. - \$4,997.**

**Location:**

**Office of Statewide Health Planning and  
Development  
1600 9<sup>th</sup> Street, Room 435F  
Sacramento, CA 95814**

**General Statement:** The Human Rights and Services Program (HRSP) is currently recruiting for an Associate Governmental Program Analyst (AGPA) to fill the role of OSHPD's Health and Safety Officer. The analyst will function as a specialist in the areas of safety, injury and illness prevention, ergonomics, ADA/LEAP, transportation, emergency evacuation, Title VI, and function as OSHPD's Merit Awards Program Coordinator. This individual will be a member of the Disability Advisory Committee and attend statewide meetings in conjunction with their area of responsibility. In addition to the Sacramento OSHPD sites, minimal travel will be necessary to OSHPD's Los Angeles office to accomplish the responsibilities of the position.

**Duties:**

- ❖ Safety Coordinator (including injury and illness prevention and transportation/emergency evacuation)
- ❖ Merit Awards Program Coordinator
- ❖ Ergonomics Coordinator
- ❖ ADA/LEAP Coordinator

**Desirable Qualifications:**

- ❖ Strong analytical and writing skills
- ❖ Ability to be effective on a team that deals with sensitive and confidential situations/information
- ❖ Strong customer service skills.

**Who May Apply:**

Due to the hiring freeze (Executive Order S-3-03) current OSHPD employees in the AGPA classification or a classification that would be eligible for transfer, and SROA or reemployment list applicants. Applications will be screened with criteria based on the essential functions of the job. Duty statements are available in Room 435F of the Bateson Building or can be requested at (916) 654-3712. Interviews are anticipated late December 2003/early January 2004.

Interested parties should submit a State Examination and/or Employment Application, Std 678 and a resume to:

Sharon P. Collins, Chief **(Job Opp #03-061)**  
Human Rights and Services Program  
Office of Statewide Health Planning and Development  
1600 9<sup>th</sup> Street, Room 435F  
Sacramento, CA 95814

For further information contact Sharon P. Collins, Chief, Human Rights and Services Program, at (916) 654-1823 or FAX (916) 654-3136.